

## SATERN

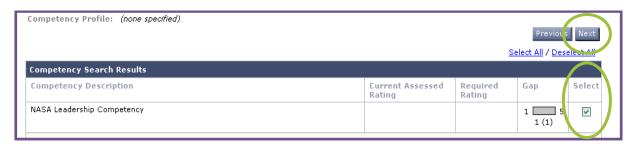
#### Login to SATERN at https://satern.nasa.gov

### Naming Goals for a NASA Leadership Development Program

If you are participating in a NASA Leadership Development Program (e.g. NASA FIRST, SESCDP, or other developmental programs), you will need to add Program-specific goals to your IDP in addition to your job-specific goals. Follow the **naming conventions** outlined below when creating your goals, so that you and your Program Managers can easily identify Leadership Development Program goals (and their related activities) when reviewing your IDP.

#### If your goal is competency-based, here's what to do:

STEP 1: After you have run the keyword search and selected the competency on which you are basing your goal, click Next. (If you are changing the goal name after having created the goal, click Edit to the right of the goal name, on the IDP main page.)



STEP 2: The Goal Details window displays. The Goal Name will default to the name of the competency, but that field is editable. Type the name of your Program in all capital letters before the competency name (e.g., NASA FIRST). When you are finished, click Done.



**STEP 3:** The main page of your IDP displays. Your Program-specific goal is now appropriately named.

SHORT-RANGE GOALS: 1 YEAR				
Goal Name . Target Date Priority	Related Competency	Current Rating	Target Rating	
NASA FIRST - NASA Leadership 1/14/2009 Competency	NASA Leadership Competency (Level 1 Competency)		1	Edit Remove



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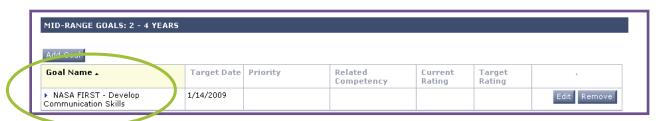
#### If your goal is non-competency-based, here's what to do:

STEP 1: On the Choose Goal Type screen, select Other then click Next. If you are changing the goal name after having created the goal, click Edit to the right of the goal name, on the IDP main page.

The **Goal Details** window displays with editable text fields. <u>Type the name of your Program in all capital letters before the goal name (e.g., NASA FIRST)</u>. When you are finished, click **Done**.

= Required Fields		Previou:	Done	ave and Add Another   Cancel
oal Details		`		
Goal Type:	Other			
* Goal Name:	NASA FIRST - Develop Communication Skills			
oar Bescription:	Improve communication skills in the workplace; focus on presentation and trainess writing skills	^		
* Target Date: (MM/DD/YYYY)	1/14/2009			
Priority:				

**STEP 3:** The main page of your IDP displays. Your Program-specific goal is now appropriately named.



NOTE: You can have Program-specific goals and job-specific goals together under the same range (e.g., Mid-Range Goals: 2 - 4 Years). The only difference is how you name them.

